

Room Addition/Screen Room/Three Season Room Checklist

_____ The zoning district for your lot is _____. (The Community Development Department can tell you what the zoning setbacks are for your lot.)

Front Yard _____ **Side Yard** _____ **Corner Side Yard** _____ **Rear Yard** _____

_____ Any additions to the primary structure (house) must conform to all setbacks. The existing structure must also conform to all setbacks.

***If the above conditions are not met**, a variance must be applied for and approved by the Community Development Department before a building permit can be applied for.

***If the above conditions are met**, the following items must be submitted to the building department for review in a full package:

_____ Two (2) sets of *stamped drawings by an architect registered in the State of Illinois.*

_____ A current scaleable plat of survey showing the location of the proposed addition, **drawn to scale**, conforming to all setback requirements listed above.

_____ Remodel/repair permit application completely filled out, including disclosure statement signed by homeowner. (Attached)

_____ Architect's certification statement signed by **both** the general contractor and architect. (Attached)

_____ A certified REScheck for all heated and/or cooled room additions. (www.energycodes.gov)

_____ Plan Review fee of \$100.00

_____ Permit Fee based on the estimated cost of the work. (Fee Schedule Attached)

_____ All contractors need to be licensed and insured in the Village of Bartlett prior to the issuance of a permit. (*Please contact the Clerk's Office at 630-837-0800 with questions about contractor licensing*)

The following building requirements are some of the pertinent local amendments that must be incorporated into construction documents:

_____ Provide a continuous concrete footing around the proposed addition. (Post tension construction is not permitted for additions.)

_____ The minimum roof pitch for the proposed addition must be 5/12 or conform to the existing roof line.

The aforementioned are simply a couple of the most common code requirements that are not being addressed in most of the plans that are submitted for review. The Building Department enforces the 2006 International Residential Code, the 2005 National Electric Code and the Bartlett Building Code. These code books are available to be viewed at the Bartlett Library, Village Clerk's Office and the Building Department.

Plan review time for residential additions is usually 7-10 working days.

Village of Bartlett
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Building Department
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